

Northeastern University

College of Engineering

Department of Bioengineering (BioE) Researcher Facility Close-Out Form

Researcher Name: _____ NUID: _____

Assigned laboratory area(s), building & room #: _____

Assigned desk/office area(s), building & room #: _____

Items to be completed	Completed (initials)	N/A?
All biohazardous waste has been disposed of properly . This includes aspiration flask contents, bagged waste, sharps, serological pipettes, micropipette tips, and cultures.		
Any chemical substances, including buffers, kits and media that will no longer be used by your lab group has been disposed of properly .		
Any chemicals, solutions, or containers of materials that will remain in the lab for use by your lab group are appropriately labeled with the name of the material(s) in the container and the hazards of the material. Do not abbreviate the name or use a chemical formula.		
All material that will no longer be used by your lab group, including waste and trash, has been removed from cold rooms, walk-in freezers, warm rooms, equipment rooms, or other shared spaces/rooms and disposed of properly .		
All cabinets, shelving, fume hood or other storage areas have been checked and materials that the research group will no longer use has been removed and disposed of properly .		
All sharps containers have been closed and disposed of properly .		
For compressed gas cylinders, the regulators have been removed and caps screwed in place. All compressed gas cylinders and liquid nitrogen tanks that are no longer needed by the research group have been collected by the supplier.		
Emergency contact information (names and phone numbers) on doors and equipment have been updated.		
All surfaces, including the inside and outside of the fume hood, benchtops, sinks, and cabinets, have been decontaminated and cleaned. All bench paper from your work space has been removed. Each sink used has been flushed with cold water for 5 minutes.		
Radioactive materials that are no longer needed by the research group have been disposed of properly . Contact the Radiation Safety Officer with questions.		
All work surfaces, including equipment and tools, have been checked for radioactivity. A record of the contamination survey has been submitted to the Radiation Safety Officer.		
All radioactive waste has been properly prepared for disposal. The Radiation Safety Officer has been contacted for a waste pickup.		
Assigned desk area(s) have been tidied and cleaned, with PI property returned to the PI, department/university property returned to the appropriate office, work surfaces wiped down, and any trash or recycling properly disposed of.		
Any keys to filing cabinets, desks, offices, laboratories, or other spaces have been returned to the Laboratory Operations and Safety Specialist.		

I have properly completed the tasks and requirements listed above and any other required tasks to close-out my work and secure my assigned laboratory and office/desk spaces. Responsibility for any materials that remain in any BioE facility has been assigned to another researcher, and my Principal Investigator (PI) is aware of the new assignments and arrangements.

Researcher Signature _____ Date _____

I verify that the all items tasks and requirements listed above are complete.

PI Name _____

PI Signature _____ Date _____

DSO Signature _____ Date _____